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CITY OF ATLANTA

CLARENCE T. MARTIN
COUNCILMAN, DISTRICT 10

55 TRINITY AVENUE, S.W.
SECOND FLOOR, EAST
ATLANTA, GEORGIA 30303
(404) 330-6055

May 26, 2009

*The Honorable Lisa M. Borders
Atlanta City Council
55 Trinity Avenue, SW
Atlanta, GA 30303*

Dear President Borders:

It is with great pleasure that we appoint Dr. Steven Lee to represent Council Districts 9&10 and Post 3 At-Large on the Zoning Review Board.

We believe that Dr. Lee's wealth of experience, as a neighborhood leader will make him an asset to the Board and to the City of Atlanta.

Please find Dr. Steven Lee resume attached for your review.

Sincerely:

C. T. Martin

Councilmember C. T. Martin
District 10

Felicia A. Moore

Councilmember Felicia Moore
District 9

H. Lamar Willis

Councilmember H. Lamar Willis
Post 3 At-Large

Steven D. Lee, Sr. – Curriculum Vitae

2780 Emerald Court ▪ Atlanta, GA 30311 ▪ 678-698-4118

Email: sdavonlee@aol.com

Personal Profile

- Experienced and innovative executive with counseling, customer service, fundraising, and business administration skills.
- High personal integrity, and able to relate to and create trust in all.
- Highly articulate, confident and persuasive team-builder, able to motivate and communicate to achieve exceptional business performance.
- Dependable and reliable in supporting and enabling team effort to produce genuine long term sustainable development.
- Persistent and flexible approach to the mutually beneficial achievement of business plans and personal goals of staff, and clients.
- Honors degrees in Public Administration and Counseling Psychology.

Experience

- New Business Development, start up and day to day operations
- Strategic management in a variety of major corporations
- Overseas business operations and management.
- Executive accountability for P&L, strategic planning, staffing, and program development
- Implementation of modern management practices, concerning personnel, IT, reporting systems, program development, and community relations.
- Background in wide range of business operations, including accounting, customer service, operations, human resources, education development, and counseling services.
- Executive Director since 1998.

Responsibilities and Achievements

- Challenged to address issues with developing new grass community development organization. Key activities included staff leadership, fiscal management, program development, Board of Directors development, and community awareness.
- Annually improved operations of UNCC with average increase of donations and revenue by 25% each year for the past 5 years (2000 – 2005)
- Established an annual awards and benefit event that recognized some of the most influential leaders in the Atlanta community and at the same time raising awareness of the existence of UNCC.

- Managed diverse daily activities that entailed fiscal management, staff management/training, human resource issues, directing 50 – 65 volunteers, fundraising, media/public relations, marketing, forming strategic alliances and partnerships, overseeing legal issues, and handling governing documents.
- Regarded as a highly valuable member of the Executive Committee who partnered and consulted with Board of Directors.
- Pioneered tutorial programs that produced 1 to 2 grade improvements for 85% of the 200 students that participated in the past 3 years.
- Directed advocacy and government relations activities for improvement of services and funding for the at risk communities with the county, city, state officials.
- Developed very successful campaign for public relations, grant writing, and fundraising.

Career history

- 1993 – 1995 Triple Crown Industries, Santa Ana, CA
- 1995 – 1997 Controller, Pastorelli Food Products, Chicago, IL
- 1997 – 1998 Director of Operations Genesis Network, Atlanta, GA
- 1998 - Present Exe Director, Unity Network and Counseling Center, Atl, GA
- 2006 - 2008 Dir of Development & Operations, Heart of Hope Academy
- 2008 - 2008 Regional GOTV Director – Obama for America

Awards and Recognitions

- Certificate of Special Congressional Recognition, US House of Representatives
- Outstanding Georgia Citizen, Secretary of State
- Proclamation, Atlanta City Council
- Certificate of Recognition – UNCC, State of Georgia
- Commendation Award – UNCC, State of Georgia
- Youth Enrichment Award, Martin Luther King Merchant Association
- International Who's Who of Professionals
- Dedicated Service Award, District 10, Atlanta City Council
- Community Service Award, Youth Fest, Inc.
- Youth Community Support Award, Bankhead Community
- Outstanding Dedication and Service Award, YPC Centennial Place

Education

Alcorn State University, 1982-1985, Business Administration / Communications
National Technical School, 1985-1987 B.S., Business Administration
Bedford University 1988 – 1990 Masters, Public Administration
Bedford University 2001 – 2005 Ph.D., Counseling Psychology